



# REGISTRATION USER GUIDE

For Eligible Hospitals

## Medicare and Medicaid Electronic Health Record (EHR) Incentive Program



DECEMBER 2010



## CONTENTS

<b>Step 1</b>	..... Getting started	<b>3</b>
<b>Step 2</b>	..... Login instruction	<b>4</b>
<b>Step 3</b>	..... Welcome	<b>5</b>
<b>Step 4</b>	..... Registration instructions	<b>6</b>
<b>Step 5</b>	..... Identification questionnaire	<b>7</b>
<b>Step 6</b>	..... Topics for registration	<b>8</b>
<b>Step 7</b>	..... Incentive program questionnaire – Medicare & Medicaid EHs	<b>9</b>
<b>Step 7</b>	..... Incentive program questionnaire – Medicare only EHs	<b>10</b>
<b>Step 7</b>	..... Incentive program questionnaire – Medicaid only EHs	<b>11</b>
<b>Step 8</b>	..... Business address and phone	<b>12</b>
<b>Step 9</b>	..... Topics for this registration	<b>13</b>
<b>Step 10</b>	..... Verify registration	<b>14</b>
<b>Step 11</b>	..... Registration disclaimer	<b>15</b>
<b>Step 12</b>	..... Submission receipt Medicare & Medicaid EHs	<b>16</b>
<b>Step 12</b>	..... Submission receipt Medicare only EHs	<b>17</b>
<b>Step 12</b>	..... Submission receipt Medicaid only EHs	<b>18</b>
<b>Step 12</b>	..... Submission receipt Failed Submission	<b>19</b>
<b>Step 13</b>	..... Status Summary	<b>20</b>
<b>Step 14</b>	..... Status Detail	<b>21</b>
<b>Questions/Help</b>	.....	<b>22</b>
<b>Acronym translation</b>	.....	<b>23</b>

### Disclaimer

The Centers for Medicare & Medicaid Services (CMS) is providing this material as an informational reference for physicians and non-physician practitioners-providers. Although every reasonable effort has been made to assure the accuracy of the information within these pages at the time of posting, the Medicare program is constantly changing, and it is the responsibility of each physician, non-physician practitioner, supplier or provider to remain abreast of the Medicare program requirements.

Medicare regulations can be found on the CMS Web site at <http://www.cms.gov>.

## Step I – Getting Started

This is a step-by-step guide for the Medicare and Medicaid Eligible Hospitals (EHs) Electronic Health Record (EHR) Incentive Program. The page layout consists of the registration screen with written instructions to the right, as well as helpful tips at the bottom. To get started, click on the link at the top of the page or type the website into your computer's browser.



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

## STEPS

Enter the EHR  
Incentive Program  
**URL** (located at the  
top of the page) into  
your web browser –

Click **CONTINUE**  
to start the  
registration process

#### Welcome to the Medicare & Medicaid EHR Incentive Program Registration & Attestation System

##### About This Site

The Medicare and Medicaid Electronic Health Records (EHR) Incentive Programs will provide incentive payments to eligible professionals and eligible hospitals as they demonstrate adoption, implementation, upgrading, or meaningful use of certified EHR technology. These incentive programs are designed to support providers in this period of Health IT transition and instill the use of EHRs in meaningful ways to help our nation to improve the quality, safety, and efficiency of patient health care.

This web system is for the Medicare and Medicaid EHR Incentive Programs. Those wanting to take part in the program will use this system to register and participate in the program.

**Additional Resources:** For User Guides to Registration and Attestation that will show you how to complete these modules, a list of EHR technology that is certified for this program, specification sheets with additional information on each Meaningful Use objective, and other general resources that will help you complete registration and attestation, please visit [CMS website](#).

**Eligible to Participate** - There are two types of groups who can participate in the programs. For detailed information, visit [CMS website](#).

##### + [Eligible Hospitals](#)

##### + [Eligible Professionals \(EPs\)](#)

CONTINUE

##### + [Eligible Hospitals](#)

Medicare Eligible Hospitals include:

- Subsection (d) hospitals in the 50 states or DC that are paid under the hospital inpatient prospective payment system. Hospitals in Maryland may also participate per law.
- Critical Access Hospitals (CAHs)

Medicaid Eligible Hospitals include:

- Acute Care Hospitals with at least 10% Medicaid patient volume. May include CAHs and cancer hospitals.
- Children's Hospitals



## TIPS

If you are a hospital that meets all of the following qualifications, you are 'dually-eligible' for the Medicare and Medicaid EHR Incentive Programs:

- You are a sub-section(d) hospital in the 50 U.S. States or the District of Columbia; and
- You have a CMS Certification Number ending in 0001-0879; and
- You have at least 10% Medicaid patient volume.

You must register for 'Both Medicare & Medicaid' when registering for the program. If your state's program is not ready to accept your registration, your file will be placed into a 'pending status' until your state's program is launched.

To determine your eligibility,  
click on the **CMS website**

For a list of Eligible  
Hospitals (EHs), click  
on the plus sign next to  
Eligible Hospitals

## Step 2 - Login Instructions

Read the instructions under Eligible Hospitals for help in obtaining a user name and password for the Identification and Authentication (I&A) System.



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

#### Login

##### Login Instructions

(\*) Red asterisk indicates a required field.

##### Eligible Professionals (EP)

- If you are an EP, you must have an active National Provider Identifier (NPI) and have a National Plan and Provider Enumeration System (NPPES) web user account. Use your NPPES user ID and password to log into this system.
- If you are an EP who does not have an NPI and/or an NPPES web user account, navigate to [NPPES](#) to apply for an NPI and/or create an NPPES web user account.

##### Eligible Hospitals

- If you are an Eligible Hospital, you must have an active NPI. If you do not have an NPI, apply for an NPI in [NPPES](#).
- Users working on behalf of an Eligible Hospital(s) must have an Identity and Access Management system (I&A) web user account (User ID/Password) and be associated to an organization NPI. If you are working on behalf of an Eligible Hospital(s) and do not have an I&A web user account, [Create a Login](#) in the I&A System.

##### Account Management

- If you are an existing user and need to reset your password, visit the [I&A System](#).
- If you are having issues with your User ID/Password and are unable to log in, please contact the EHR Incentive Program Information Center at 888-734-6433 / TTY: 888-734-6563.

**WARNING:** Only authorized registered users have rights to access the Medicare & Medicaid EHR Incentive Program Registration & Attestation System. Unauthorized access to this system is forbidden and will be prosecuted by law. By accessing this system users are subject to monitoring by system personnel. Anyone using this system expressly consents to monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

\* User ID:

\* Password:

LOG IN

## STEPS

Enter your Identification and Authentication (I&A) User ID and Password

If you do not have a User ID and Password, Click [Create a Login](#)

Click **LOG IN**



#### TIPS

User ID and Password are case sensitive

Users registering on behalf of the hospital will need the hospital's CMS Certification Number (CCN) and National Provider Identifier (NPI).

To locate your NPI number, visit;  
<https://nppes.cms.hhs.gov/NPPES/NPIRegistryHome.do>

To apply for an NPI click on **NPPES** (National Plan and Provider Enumeration System).

## Step 3 – Welcome

If your login was successful you will receive the “Welcome Screen”.



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

[Home](#) | [Registration](#) | [Attestation](#) | [Status](#) | [Account Management](#)

Welcome Authorized Official

Last Successful Login: 12/14/2010 | Unsuccessful Login Attempts: 0

#### Notifications

Welcome to the Medicare & Medicaid EHR Incentive Program Registration & Attestation System

For Medicare EHR incentive program participants, you will need to demonstrate meaningful use of certified EHR technology.

For Medicaid EHR incentive program participants, you will need to demonstrate adoption, implementation, upgrading, or meaningful use of certified EHR technology in your first year and demonstrate meaningful use for the remaining years in the program. Attestation for Medicaid occurs through your State Medicaid Agency.

#### Instructions

Select any tab to continue.

##### Registration Tab

Please select the Registration tab above to perform any of the following actions:

- Register in the Incentive Payment Program
- Continue Incomplete Registration
- Modify Existing Registration
- Resubmit a Registration that was previously deemed ineligible
- Reactivate a Registration
- Switch Incentive Programs (Medicare/Medicaid)
- Switch Medicaid State
- Cancel participation in the Incentive Program

##### Attestation Tab

Please select the Attestation tab above to perform any of the following actions:

Medicare

- Attest for the Incentive Program
- Continue Incomplete Attestation
- Modify Existing Attestation
- Discontinue Attestation

**Note:** Attestation for the Medicaid incentive program occurs at the State Medicaid Agency.

##### Status Tab

Please select the Status tab above to perform the following action:

- View current status of Registration(s), Attestation(s), and Payment(s) for the Incentive Program

##### Account Management Tab

Please select the Account Management tab above to perform the following actions:

- Update your user account information
- Request access to organizations
- Remove access to organizations

## STEPS

Click on the **REGISTRATION TAB** to continue registering for the EHR Incentive Program.



## TIPS

The Welcome screen consists of five tabs to navigate through the registration and attestation process.

- Home
- Registration
- Attestation (available 4/04/2011)
- Status
- Account Management

Meaningful Use information:

[https://www.cms.gov/EHRIncentivePrograms/30\\_Meaningful\\_Use.asp](https://www.cms.gov/EHRIncentivePrograms/30_Meaningful_Use.asp)

## Step 4 – Registration



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

[Home](#) | [Registration](#) | [Attestation](#) | [Status](#) | [Account Management](#)

#### Registrations

##### Registration Instructions

Welcome to the Registration Page.

Depending on the current status of your registration, please select one of the following actions:

##### Register

- Register for the EHR incentive programs
- Continue an incomplete registration

##### Modify

- Modify existing registration
- Switch incentive programs (Medicare/Medicaid)
- Switch Medicaid state

##### Cancel

- Discontinue participation in the Medicare & Medicaid EHR incentive programs

##### Reactivate

- Reactivate a previously canceled registration

##### Resubmit

- Resubmit a registration that was previously deemed ineligible.

##### Registration Selection

Identify the desired registration and select the Action you would like to perform. Please note only one Action can be performed at a time on this page.

<a href="#">Name</a>	<a href="#">Tax Identifier</a>	<a href="#">CMS Certification Number (CCN)</a>	<a href="#">Registration Status</a>	<a href="#">Action</a>
Anytown Hospital	52-1234567 (EIN)	-	-	<a href="#">Register</a>

## STEPS

Click on **REGISTER** in the Action column to continue the registration process.



### TIPS

“Resubmit”, “Modify”, “Cancel” and “Reactivate” are the available Action web links for returning users

Only one action can be performed at a time on this page

If the user selects the Action web link of “Register” or “Resubmit” they will be directed to the Topics for Registration screen

## Step 5 – Identification Questionnaire

The legal business name (LBN) and taxpayer identification number (TIN) are pulled from National Plan and Provider Enumeration System (NPPES).



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

[Home](#) | [Registration](#) | [Attestation](#) | [Status](#) | [Account Management](#)

#### Identification Questionnaire

##### CCN / NPI Information

(\*) Red asterisk indicates a required field.

LBN : Anytown Hospital Association

TIN : 521234567 (EIN)

Please provide the CMS Certification Number (CCN) and the National Provider Identifier (NPI) that is associated to this TIN :

\*CCN:

\*NPI:

[CANCEL](#)

[SAVE AND CONTINUE](#)

## STEPS

Enter the hospital's  
CCN and NPI.

Click **SAVE AND  
CONTINUE**



### TIPS

The user must enter a  
CCN and NPI that are  
associated with the TIN in  
order to proceed with the  
registration

EIN – Employer  
Identification  
Number

For more information on TINs and EINs, visit  
<http://www.irs.gov/>



## Step 6 – Topics for this Registration

The data required is grouped into two topics for this Registration.



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

## STEPS

Click on **START  
REGISTRATION**

to begin the  
registration process.

[Home](#) | [Registration](#) | [Attestation](#) | [Status](#) | [Account Management](#)

### Topics for this Registration

Registration ID: 1000000746

**Reason for Registration**

- You have modified your registration information.

**Topics**

The data required for this registration is grouped into topics. In order to complete registration, you must complete ALL of the following topics. Please click on Start Registration or Modify Registration to provide the required information. The system will show checks for item when completed.

Completed	Topics
—	EHR Incentive Program
—	Business Address & Phone

**Note:**

When all topics are checked as completed, select the **BEGIN SUBMISSION** button to submit your registration.

[START REGISTRATION](#) [BEGIN SUBMISSION](#)



## TIPS

The topics will only be marked as **completed** once all the information has been entered and saved.

When both topics are checked **completed** user can select “**BEGIN SUBMISSION**”



## Step 7 – Incentive Program Questionnaire for Both Medicare & Medicaid Eligible Hospitals



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

[Home](#) [Registration](#) [Attestation](#) [Status](#) [Account Management](#)

#### EHR Incentive Program

##### Incentive Program Questionnaire

(\*) Red asterisk indicates a required field.

Not sure which incentive program to select? For information on the requirements and the differences between the Medicare and Medicaid EHR incentive programs visit the [CMS Website](#).

\*Please select your Incentive Program

☐ Medicare ☐ Medicaid ☒ Both Medicare & Medicaid

[APPLY](#)

\*Medicaid State/Territory:  [Why is my state not here?](#)

\*My Medicaid hospital is a:

\*My Medicare hospital is a:

The EHR incentive programs require the use of EHR technology certified for this program. For more information about certified EHRs, visit the [CMS Website](#).

\*Do you have a certified EHR?

☐ Yes ☒ No

**Note:** A certified EHR is not required to complete the registration process, but an EHR Certification Number will be required when you attest for payment.

##### Incentive Program Questionnaire

(\*) Red asterisk indicates a required field.

Not sure which incentive program to select? For information on the requirements and the differences between the Medicare and Medicaid EHR incentive programs visit the [CMS Website](#).

\*Please select your Incentive Program

☐ Medicare ☐ Medicaid ☒ Both Medicare & Medicaid

[APPLY](#)

\*Medicaid State/Territory:  [Why is my state not here?](#)

\*My Medicaid hospital is a:

\*My Medicare hospital is a:

The EHR incentive programs require the use of EHR technology certified for this program. For more information about certified EHRs, visit the [CMS Website](#).

\*Do you have a certified EHR?

☐ Yes ☒ No

**Note:** A certified EHR is not required to complete the registration process, but an EHR Certification Number will be required when you attest for payment.

[PREVIOUS PAGE](#)

[SAVE AND CONTINUE](#)



#### TIPS

If your state's program has not yet launched at the time of your registration, your file will be placed into a pending status until your state's program is launched.

For the certified health IT product List visit, <http://healthit.hhs.gov/CHPL>  
Follow the instructions on the website to locate your CMS EHR certification number

## STEPS

Select Both *Medicare* & *Medicaid* Incentive Program.

Click on **APPLY**

Select the *Medicaid* State/Territory.

Select the *Medicaid* hospital type.

Select the *Medicare* hospital type.

Enter your EHR Certification Number if you have it.

Click **SAVE AND CONTINUE**

##### Incentive Program Questionnaire

(\*) Red asterisk indicates a required field.

Not sure which incentive program to select? For information on the requirements and the differences between the Medicare and Medicaid EHR incentive programs visit the [CMS Website](#).

\*Please select your Incentive Program

☐ Medicare ☐ Medicaid ☒ Both Medicare & Medicaid

[APPLY](#)

\*Medicaid State/Territory:  [Why is my state not here?](#)

\*My Medicaid hospital is a:

\*My Medicare hospital is a:

The EHR incentive programs require the use of EHR technology certified for this program. For more information about certified EHRs, visit the [CMS Website](#).

\*Do you have a certified EHR?

☐ Yes ☒ No

**Note:** A certified EHR is not required to complete the registration process, but an EHR Certification Number will be required when you attest for payment.

[PREVIOUS PAGE](#)

[SAVE AND CONTINUE](#)

The EHR certification number is required for Attestation, but is not for Registration

## Step 7 – Incentive Program Questionnaire for Medicare Only Eligible Hospitals



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

[Home](#) [Registration](#) [Attestation](#) [Status](#) [Account Management](#)

#### EHR Incentive Program

##### Incentive Program Questionnaire

(\*) Red asterisk indicates a required field.

Not sure which incentive program to select? For information on the requirements and the differences between the Medicare and Medicaid EHR incentive programs visit the [CMS Website](#).

**\*Please select your Incentive Program**

☒ Medicare ☐ Medicaid ☐ Both Medicare & Medicaid [APPLY](#)

**\*My Medicare hospital is a:**

Subsection (d) Hospitals  
Select  
Critical Access Hospitals  
Subsection (d) Hospitals

The EHR incentive programs require hospitals to be certified for this program. For more information about certified EHRs, visit the [CMS Website](#).

**\*Do you have a certified EHR?**

☐ Yes ☒ No

**Note:** A certified EHR is not required to complete the registration process, but an EHR Certification Number will be required when you attest for payment.

[PREVIOUS PAGE](#) [SAVE AND CONTINUE](#)

## STEPS

Click the *Medicare* incentive program.

Click on **APPLY**

Select your Medicare hospital type.

Enter your EHR Certification Number if you have it.

Click **SAVE AND CONTINUE**



### TIPS

The EHR certification number is required for Attestation, but is not for Registration

For the certified health IT product List visit, <http://healthit.hhs.gov/CHPL>  
Follow the instructions on the website to locate your CMS EHR certification number

## Step 7 – Incentive Program Questionnaire for Medicaid Only Eligible Hospitals



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

[Home](#) | [Registration](#) | [Attestation](#) | [Status](#) | [Account Management](#)

#### EHR Incentive Program

##### Incentive Program Questionnaire

(\*) Red asterisk indicates a required field.

Not sure which incentive program to select? For information on the requirements and the differences between the Medicare and Medicaid EHR incentive programs visit the [CMS Website](#)

**\*Please select your Incentive Program**

☐ Medicare ☒ Medicaid ☐ Both Medicare & Medicaid [APPLY](#)

**\*Medicaid State/Territory:**  [Why is my state not here?](#)

**\*My Medicaid hospital is a:**   
Acute Care Hospitals  
Children's Hospitals

The EHR incentive programs require...  
information about certified EHRs, ...  
ology certified for this program. For more

**\*Do you have a certified EHR?**

☐ Yes ☒ No

**Note:** A certified EHR is not required to complete the registration process, but an EHR Certification Number will be required when you attest for payment.

[PREVIOUS PAGE](#) [SAVE AND CONTINUE](#)

## STEPS

Click the *Medicaid* incentive program.

Click on **APPLY**

Select your Medicaid State/Territory.

Select your Medicaid hospital type.

Enter your EHR Certification Number if you have it.

Click **SAVE AND CONTINUE**



## TIPS

If your state's program has not yet launched at the time of your registration, your file will be placed into a pending status until your state's program is launched

The EHR certification number is required for Attestation, but is not for Registration

For the certified health IT product List visit, <http://healthit.hhs.gov/CHPL>  
Follow the instructions on the website to locate your CMS EHR certification number

## Step 8 – Business Address and Phone

The business address and telephone number are pulled from the hospital's practice location stored National Plan and Provider Enumeration System (NPPES).



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

[Home](#) | [Registration](#) | [Attestation](#) | [Status](#) | [Account Management](#)

#### Business Address & Phone

(\*) Red asterisk indicates a required field.

The address provided below will be posted on the EHR incentive program website once you receive payment to show participation in the Medicare EHR incentive program. Please note that the business address listed is the practice location established in NPPES. Updates made to the business address and phone number, will not update the business address and phone number on file in NPPES. To update your business address associated to your NPI, please make your changes in NPPES.

\*Address Line 1:

Address Line 2:

\*City:

\*State:

\*ZIP+4:  -

\*Phone Number  
(123) 123-4567:  Ext:

\*E-mail Address:

\*Confirm E-mail  
Address:

[PREVIOUS PAGE](#)

[SAVE AND CONTINUE](#)

## STEPS

Review the Business Address & Phone information and revise if applicable.

Enter your e-mail address and confirm the e-mail address.

Click **SAVE AND CONTINUE**



### TIPS

The address will be posted on the EHR Incentive Program website once you receive payment for Medicare payments. There is no such requirement for CMS to publish information on eligible professionals and hospitals receiving Medicaid EHR incentive payments, though individual States may opt to do so.

The fields can be updated on this screen. However, the data is not sent back to NPPES.

The business address cannot be a P.O. Box address.

## Step 9 – Topics for this Registration

Topics for this Registration will display when both Topics are *completed*.



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

[Home](#) | [Registration](#) | [Attestation](#) | [Status](#) | [Account Management](#)

#### Topics for this Registration

Registration ID: 1000000746

##### Reason for Registration

- You are an Eligible Hospital registering in the incentive program.
- You have modified your registration information.

##### Topics

The data required for this registration is grouped into topics. In order to complete registration, you must complete ALL of the following topics. Please click on Start Registration or Modify Registration to provide the required information. The system will show checks for item when completed.

Completed	Topics
✓	EHR Incentive Program
✓	Business Address & Phone

##### Note:

When all topics are checked as completed, select the **BEGIN SUBMISSION** button to submit your registration.

[MODIFY REGISTRATION](#)

[BEGIN SUBMISSION](#)



## STEPS

Click on **BEGIN SUBMISSION** to continue the registration process.



### TIPS

Check marks indicate that the topics are **completed**

Click on **MODIFY REGISTRATION** to change information

## Step 10 – Verify Registration Information

Be sure to verify all of the information.



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

[Home](#) | [Registration](#) | [Attestation](#) | [Status](#) | [Account Management](#)

#### Verify Registration

##### Registration Information

Please review the summary below to ensure this is the correct registration information and reason you wish to submit. If the summary below is correct, select the SUBMIT button at the bottom of this page. To edit your information, select the PREVIOUS PAGE button.

**Registration ID:** 1000000746

**Name:** Any Hospital Association

**TIN:** 15212345678

**NPI:** 1234567890

**CCN:** 123456

**Incentive Program:** Medicare / Medicaid  
(MD)

**Business Address:**

123 Any Street

Baltimore, MD, 21204-6808

**Phone #:** (443) 555-1212

**E-Mail:** jane.doe@cms.hhs.gov

##### Reason(s) for Submission

- You are an Eligible Hospital registering in the incentive program.
- You have modified your registration information.

[PREVIOUS PAGE](#)

[SUBMIT](#)

## STEPS

Review your  
registration  
information for  
accuracy.

Click **SUBMIT** to  
continue.



### TIPS

Click on *PREVIOUS PAGE* to  
revise your registration.

The reason(s) for submission is  
noted at the bottom of the screen



## Step 11 – Registration Disclaimer

Be sure to read the entire disclaimer.



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

[Home](#) | [Registration](#) | [Attestation](#) | [Status](#) | [Account Management](#)

#### Registration Disclaimer

##### General Notice

NOTICE: Any person who knowingly files a statement of claim containing any misrepresentation or any false, incomplete or misleading information may be guilty of a criminal act punishable under law and may be subject to civil penalties.

##### Accept, Agree and Submit

I certify that the foregoing information is true, accurate, and complete. I understand that the Medicare/Medicaid EHR Incentive Program payment I requested will be paid from Federal funds, that by filing this registration I am submitting a claim for Federal funds, and that the use of any false claims, statements, or documents, or the concealment of a material fact used to obtain a Medicare/Medicaid EHR Incentive Program payment, may be prosecuted under applicable Federal or State criminal laws and may also be subject to civil penalties.

I hereby agree to keep such records as are necessary to demonstrate that I met all Medicare/Medicaid EHR Incentive Program requirements and to furnish those records to the Medicaid State Agency, Department of Health and Human Services, or contractor acting on their behalf.

No Medicare/Medicaid EHR Incentive Program payment may be paid unless this registration form is completed and accepted as required by existing law and regulations (42 CFR 495.10).

NOTICE: Anyone who misrepresents or falsifies essential information to receive payment from Federal funds requested by this form may upon conviction be subject to fine and imprisonment under applicable Federal laws.

ROUTINE USE(S): Information from this Medicare/Medicaid EHR Incentive Program registration form and subsequently submitted information and documents may be given to the Internal Revenue Service, private collection agencies, and consumer reporting agencies in connection with recoupment of any overpayment made and to Congressional Offices in response to inquiries made at the request of the person to whom a record pertains. Appropriate disclosures may be made to other federal, state, local, foreign government agencies, private business entities, and individual providers of care, on matters relating to entitlement, fraud, program abuse, program integrity, and civil and criminal litigation related to the operation of the Medicare/Medicaid EHR Incentive Program.

DISCLOSURES: Voluntary; however, failure to provide information will result in delay in payment or may result in denial of EHR Incentive Payment. With the one exception discussed below, there are no penalties under these programs for refusing to supply information. However, failure to furnish information on this registration form will prevent EHR Incentive Payment from being issued. Failure to furnish subsequently requested information or documents will result in the issuance of an overpayment demand letter followed by recoupment procedures.

It is mandatory that you tell us if you believe you have been overpaid under the Medicare/Medicaid EHR Incentive Program. The Patient Protection and Affordable Care Act, Section 6402, Section 1128J, provides penalties for withholding this information.

[AGREE](#)

[DISAGREE](#)

## STEPS

Read the disclaimer and click on **AGREE** or **DISAGREE** at the bottom of the page.



### TIPS

If **DISAGREE** is chosen, the user is directed to the Registration Instructions Page. To restart the process, click **MODIFY** in the Action column of the Registration Instructions Page

Clicking **AGREE** is considered the same as an electronic signature and completes the submission process



## Step 12 – Submission Receipt (Successful Submission)

### Both Medicare & Medicaid Eligible Hospitals



## Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

[Home](#) | [Registration](#) | [Attestation](#) | [Status](#) | [Account Management](#)

### Submission Receipt

#### Successful Submission

You have successfully registered for the EHR Incentive Payment Program.

IMPORTANT! Please note:

- If you are a Medicaid provider, your State Medicaid Agency will need to collect and verify additional eligibility information. After 24 hours, please continue your registration using your State's eligibility verification tool. You can find your State [here](#). Your State will also collect any information to support a program attestation for Medicaid providers (i.e., Medicaid providers will not use the attestation feature on this site). Your State Medicaid Agency may also contact you through the email and/or street addresses you provided in this registration to explain how to continue the eligibility process.
- You may switch between Medicaid and Medicare any time prior to your payment being initiated. This means that when [Medicare or the State Medicaid Agency] begins calculating and disbursing your payment, you will be unable to switch between Medicaid and Medicare.

#### Registration Tracking Information

**Registration ID:** 1000000746

**LBN:** Any Hospital, Inc.

**Submitted Date:** 12/14/2010

**Submitted By:** Authorized Official

**Reason(s) for Submission:**

- You are an Eligible Hospital registering in the incentive program.
- You have modified your registration information.

[PRINT](#)

[RETURN TO HOME](#)

## STEPS

Continue your registration using the State's Medicaid EHR registration tool.

Click on **You can find your State [here](#)** to complete the Medicaid registration.



### TIPS

If your state has launched their program, wait **24 hours** to contact your State to finish the registration, to allow for processing

If your state is not ready to accept your application you will have to wait until the state launches the program to complete the registration process

Print a copy of the receipt for your records

## Step 12 – Submission Receipt (Successful Submission) for Medicare Eligible Hospitals only



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

[Home](#) | [Registration](#) | [Attestation](#) | [Status](#) | [Account Management](#)

#### Submission Receipt

##### Successful Submission

You have successfully registered for the EHR Incentive Payment Program.

IMPORTANT! Please note:

- You must submit your Attestation information to qualify for your EHR Incentive Payment
- You may switch between Medicare and Medicaid as many times as necessary prior to receiving an incentive payment. Once a payment is received you may also switch between Medicare and Medicaid once between payments but only once for the entire program.
- You should print this page for your records

##### Registration Tracking Information

**Registration ID:** 1000000746

**LBN:** Any Hospital, Inc.

**Submitted Date:** 12/14/2010

**Submitted By:** Authorized Official

**Reason(s) for Submission:**

- You are an Eligible Hospital registering in the incentive program.
- You have modified your registration information.

[PRINT](#)

[RETURN TO HOME](#)

## STEPS

.....  
*This completes your registration.*

Print this page for your records. You will not receive an email confirmation from this registration.



### TIPS

A registration tracking ID number will be assigned to your registration

You must submit your Attestation information to qualify for the EHR incentive payment (Attestation module will be available in April)

## Step 12 – Submission Receipt (Successful Submission) for Medicaid Eligible Hospitals only



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

[Home](#) | [Registration](#) | [Attestation](#) | [Status](#) | [Account Management](#)

#### Submission Receipt

##### Successful Submission

You have successfully registered for the EHR Incentive Payment Program.

IMPORTANT! Please note:

- If you are a Medicaid provider, your State Medicaid Agency will need to collect and verify additional eligibility information. After 24 hours, please continue your registration using your State's eligibility verification tool. You can find your State [here](#). Your State will also collect any information to support a program attestation for Medicaid providers (i.e., Medicaid providers will not use the attestation feature on this site). Your State Medicaid Agency may also contact you through the email and/or street addresses you provided in this registration to explain how to continue the eligibility process.
- You may switch between Medicaid and Medicare any time prior to your payment being initiated. This means that when [Medicare or the State Medicaid Agency] begins calculating and disbursing your payment, you will be unable to switch between Medicaid and Medicare.

##### Registration Tracking Information

**Registration ID:** 1000000746

**LBN:** Any Hospital, Inc.

**Submitted Date:** 12/14/2010

**Submitted By:** Authorized Official

**Reason(s) for Submission:**

- You are an Eligible Hospital registering in the incentive program.
- You have decided to resubmit your registration information.

[PRINT](#)

[RETURN TO HOME](#)

## STEPS

Continue your registration using the State's Medicaid EHR registration tool.

Click on **You can find your State [here](#)** to complete the Medicaid registration.



### TIPS

If your state has launched their program, wait **24 hours** to contact your State to finish the registration, to allow for processing

If your state is not ready to accept your application you will have to wait until the state launches the program to complete the registration process

Print a copy of the receipt for your records

## Step 12 – Submission Receipt (Failed Submission)



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

[Home](#) | [Registration](#) | [Attestation](#) | [Status](#) | [Account Management](#)

**Submission Receipt**

**Failed Submission**  
Your Registration for the EHR Incentive Payment Program has not been accepted. Please read the instructions below.

- The Provider type you selected for this registration does not match with a Provider specialty on any of your Medicare Enrollments in PECOS. This registration will remain in an Issue Pending status until the issue has been addressed. You may visit [PECOS](#) to view or update your Medicare enrollment information.

**Registration Tracking Information**  
**Registration ID:** 1000000746  
**LBN:** Morton Plant Hospital Association, Inc.  
**Submitted Date:** 12/14/2010  
**Submitted By:** Authorized Official  
**Reason(s) for Submission:**

- You are an Eligible Hospital registering in the incentive program.
- You have modified your registration information.

[PRINT](#) [RETURN TO HOME](#)

## STEPS

Your registration has failed.

Read the instructions on the screen and contact the appropriate department to correct your information.

**PRINT** the receipt for your records



## TIPS

If any of the system validations fail, the registration will be set to a status of "Rejected" or "Issue Pending"

A registration ID number will be assigned to your submission

Reasons for a failed submission are listed below with contact information.

### Reason(s) for Issue Pending status:

- NPI Status in NPPES is in a Deactivated status. Contact the NPPES Help Desk for assistance. Visit; <https://nppes.cms.hhs.gov/NPPES/Welcome.do>  
(800) 465-3203 / TTY (800) 692-2326
- Enrollment Status in PECOS – The Medicare enrollment in PECOS associated with this registration is not in an Approved status. Contact PECOS for help. Visit;  
<https://pecos.cms.hhs.gov/>  
(866)484-8049 / TTY (866)523-4759
- OIG Exclusions (Medicare/Medicaid) in PECOS – OIG Exclusions are associated with this provider's Medicare enrollment in PECOS. Contact PECOS for help. Visit;  
<https://pecos.cms.hhs.gov/>  
(866)484-8049 / TTY (866)523-4759

## Step 13 – Status Summary

Review all current and previous information related to your account.



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

[Home](#) | [Registration](#) | [Attestation](#) | [Status](#) | [Account Management](#)

#### Status Summary

##### Page Instructions

You have successfully navigated to the Status Summary page.

The following table outlines a list of all records associated with your account. Please select one of the following records to navigate to the Status Detail page to review all current and historical information related to your registration.

Action	Name	Tax Identifier	CMS Certification Number (CCN)	Registration Submission Date	Program Type
<a href="#">Select</a>	Any Hospital, Inc.	52-1234567 (EIN)	123456	12/14/2010	Medicare/ Medicaid

## STEPS

Click the **STATUS** tab  
to view registration  
summary.



### TIP

Click *Select* in the *Action*  
*Column* to view detail.

## Step 14 – Status Detail

Review the details of your registration process.



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

[Home](#) | [Help](#) | [Log Out](#)

[Home](#) | [Registration](#) | [Attestation](#) | **[Status](#)** | [Account Management](#)

#### Status Detail

##### EHR Incentive Program Information

The following table outlines the current and historical events for your EHR Incentive Program. The information captured below represents all relevant sequences of events for the past 24 months.

- Your MEDICAID EHR Incentive Program registration was successfully submitted on 2010-12-14.

##### Registration Detailed Information

Your MEDICAID EHR Incentive Program registration was originally created on 2010-10-29. Your MEDICAID registration was last updated on 2010-12-14.

<b>Registration Status:</b> SENT FOR STATE APPROVAL	<b>Business Address:</b>
<b>Registration ID:</b> 1000000746	123 Any Street
<b>LBN:</b> Any Hospital, Inc.	Baltimore, MD, 21204-6808
<b>TIN:</b> 52-1234567 (EIN)	<b>Phone #:</b> (443) 555-1212 Ext
<b>NPI:</b> 1234567890	<b>E-Mail:</b> jane.doe@cms.hhs.gov
<b>CCN Number:</b> 123456	<b>Incentive Program:</b> MEDICAID(MD)
<b>EHR Certification Number:</b>	<b>EHR Certification Indicator:</b> No
<b>Hospital Type:</b> Acute Care Hospitals	
<b>Contractor ID:</b> -	

☒ **Additional Information**

##### Attestation Summary Information

No information available at this time.

##### Payment Summary Information

No information available at this time.

[PREVIOUS PAGE](#)

#### ☒ Additional Information

**Registration Status Reason:** Registration information has been delivered to the state  
**FI/Carrier/MAC:** - -

**Validations performed on registration :**

**No OIG Exclusion(s) have been applied to PECOS Medicare Enrollment:** Passed

**Hospital Type corresponds with PECOS Enrollment Medicare specialty:** Not Run

**Approved Medicare Enrollment in PECOS:** Not Run

**Active NPI in NPPES:** Passed



### TIPS

Registration status will read **SENT FOR STATE APPROVAL** until the registration process is completed by the State

Other registration statuses are, **PENDING STATE VALIDATION, ISSUE PENDING, IN PROGRESS** and **REJECTED**. The status reason is listed on the Additional Information page

## STEPS

Registration details appear in the body of the screen.

Click **ADDITIONAL INFORMATION** for, the registration status reason, Fiscal Intermediary (FI)/Carrier/Medicare Administrative Contractor (MAC) and validations performed on registration.



## Have Questions?

There are many resources available to you.



### Medicare & Medicaid EHR Incentive Program Registration and Attestation System

Home **Help** Log Out

#### Help

##### Topics

Help provides additional guidance to users for Medicare & Medicaid EHR Incentive Program Registration & Attestation process. Help is broken up into the following sections.

##### [About Registration & Attestation System](#)

Presents an overview of the system, processes, and benefits.

##### [How to get Access to the Registration & Attestation System](#)

Presents summary information on accessing Internet-based Registration & Attestation System.

##### [User Accounts](#)

Presents additional information regarding account information.

##### [Accessibility](#)

Presents information about the accessibility and compatibility features of Internet-based Registration & Attestation System.

##### [Frequently Asked Questions \(FAQs\)](#)

Presents a list of common questions and their answers regarding the use of Internet-based Registration & Attestation System and the Medicare\Medicaid registration and attestation process.

##### [Glossary](#)

Presents Medicare\Medicaid EHR terms and definitions.

##### [Contact Information](#)

Presents a list of contact information for Internet-based Registration & Attestation System user account issues.

## STEPS

Click on the **HELP**  
**LINK** which is located  
on every screen.

## Resources

Contact the EHR Information Center Help Desk for Questions concerning  
registration, (888) 734-6433 / TTY: (888) 734-6563

Hours of operation: Monday-Friday 8:30 a.m. – 4:30 p.m. in all time zones  
(except on Federal holidays)

NPPES Help Desk for assistance. Visit;  
<https://nppes.cms.hhs.gov/NPPES/Welcome.do>,  
(800) 465-3203 / TTY (800) 692-2326

PECOS Help Desk for assistance.  
Visit; <https://pecos.cms.hhs.gov/>  
(866)484-8049 / TTY (866)523-4759



### TIP

EHR Incentive Program; visit  
<http://www.cms.gov/EHRIncentivePrograms/>



## Acronym Translation

<b>CMS</b>	Centers for Medicare & Medicaid Services
<b>DMF</b>	Social Security Death Master File
<b>EH</b>	Eligible Hospital
<b>EHR</b>	Electronic Health Record
<b>EIN</b>	Employer's Identification Number
<b>EP</b>	Eligible Professional
<b>FI</b>	Fiscal Intermediary
<b>FQHC</b>	Federally Qualified Health Center
<b>I&amp;A</b>	Identification & Authentication System
<b>IDR</b>	Integrated Data Repository
<b>LBN</b>	Legal Business Name
<b>MAC</b>	Medicare Administrative Contractor
<b>MAO</b>	Medicare Advantage Organization
<b>NPI</b>	National Provider Identifier
<b>NPPES</b>	National Plan and Provider Enumeration System
<b>NLR</b>	National Level Repository
<b>OIC</b>	Office of the Inspector General
<b>PECOS</b>	Provider Enrollment, Chain and Ownership System
<b>RHC</b>	Rural Health Center
<b>SSN</b>	Social Security Number
<b>TIN</b>	Tax Identification Number

# ACRONYMS

